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ABSTRACT

This booklet is a guide to setting up a formal mentor program in the community. Mentor programs can take many shapes, whether sponsored through the schools, by businesses, or by churches and volunteer agencies. Like any operation, a volunteer mentor program has various management functions. The planning function sets a mission statement, goals, and objectives to make a program's focus clear. Organizing sets into action the staffing and work assignments to accomplish the plan. Staffing functions, those of recruitment, interviewing, and placement, engage volunteer mentors. A directing function oversees their involvement, and a controlling function evaluates the people and programs to facilitate planning. Each of these functions must be executed effectively, and each is addressed in this guide. Specific advice is given for assessing needs, involving the community, and finding funding. Finding mentors, recruiting youth, and screening and matching volunteers are explored. The orientation and training of selected volunteers, the supervision and recognition of mentors as they work with youth, and other program activities are reviewed, and the importance of evaluation is stressed. Twelve appendixes present sample forms for program use, and 12 publications and 2 organizations are listed as resources for further information. (SLD)

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